

Dear Volunteer;

We are very thankful for the interest you have shown in becoming a volunteer with the North Okanagan Therapeutic Riding Association! Our goal is to be the very best therapeutic riding centre that we can be. The demand for our program has been growing by leaps and bounds over the last several years, and is only limited by the amount of volunteers we can schedule. It is crucial we have enough volunteers in order to effectively run the classes and provide optimum safety for our riders. Your volunteering is invaluable to the program.

We run our program out at O'Keefe Ranch, 9380 Hwy 97N (13km north of Vernon towards Kamloops). You drive into the parking lot at O'Keefe and around beside the restaurant and towards the animal pens and old barn. There is a gate that "says authorized personnel & vehicles only" That's okay ... you are authorized personnel ... just be sure to close the gate behind you. Drive VERY SLOWLY (10km/hr) up the road to the right and watch for signs that say NOTRA, which will point you up to the plateau behind all the historical building where we are.

Our **SPRING 2017 SESSION** will be running from **April 10th to June 2nd**.

Classes will be Monday through Thursday at the following times:

*MONDAY	TUESDAY	WEDNESDAY	THURSDAY
10:00 – 10:45		10:00 – 10:45	
11:15 – 12:00		11:15 – 12:00	11:00 – 11:45
	12:00 – 12:45		12:00 – 12:45
	1:15 – 2:00		1:15 – 2:00
	Break	2:15 – 3:00	Break
3:30-4:15	3:30 – 4:15	3:30 – 4:15	3:30 – 4:15
4:45-5:30	4:45 – 5:30	4:45 – 5:30	4:45 – 5:30

**** There are no classes scheduled on May long weekend – May 22nd**

Volunteers generally sign up for a block of two classes arriving ½ hour before the start of the classes and staying approximately 15 minutes after (roughly 2 ¾ - 3 hours). You can choose the time that works best for you to volunteer by clicking the link to the sign up sheet on our website or by calling Dani at 250-549-0105 or e-mailing notra@telus.net.

✓ **Orientation for NEW volunteers is scheduled for Sun, April 2nd @ 2pm at our facility at O'Keefe Ranch.**

✓ **Volunteer Training we will be offering several different times and locations – see our website for the various dates & times**

✓

NOTRA Volunteers are required to undergo a Ministry of Justice Criminal Record Check (CRC).

- Download the instructions on how to process your Criminal Record Check online from the volunteer page on our website. If needed it can also be done manually by completing the form on the website, printing it and having NOTRA fax it in on your behalf.
- This new Criminal Record Check Review program is free for volunteers and we receive the results back very quickly. *You are allowed to volunteer prior to us receiving the results.

- If you've had a Criminal Record Check done already through the Ministry of Justice, you can get the NOTRA PIN# and just request a copy be sent to NOTRA.
- Once done these Criminal Record Checks are good for 5 years.

Please take a bit of time to review our **Volunteer Training Manual** which can be downloaded off our website. The informational material included in this booklet is provided as a reference and will make your job much easier. If you have any questions, please feel free to ask the Program Director or one of the Instructors.

We look forward to having you join the NOTRA volunteer family!

Dani Goldenthal

NOTRA Program Director - Ph/Text: 250-549-0105 - E-mail: notra@telus.net